

**CHAPTER 2**  
**COMMUNITY DEVELOPMENT**

**SECTION 2.1           ALCOHOL FEES**

**Sec. 2.1.1           Alcohol Fees**

- |    |   |           |
|----|---|-----------|
| 1. | Alcohol Beverage Application  | \$500.00  |
| 2. | Transfer of Ownership Application   | \$500.00  |
| 3. | Revisions to Manager/Registered Agent   | \$100.00  |
|    | a.       Penalty for Not Renewing in (5) Days   | \$200.00  |
| 4. | Alcohol Beverage License  |           |
|    | a.       Beer   | \$1000.00 |
|    | b.       Wine   | \$1000.00 |
|    | c.       Distilled  | \$5000.00 |
|    | d.       Sunday Sales   | \$500.00  |
|    | e.       Ancillary Wine Tasting   | \$100.00  |
| 5. | Alcoholic Beverage License fees shall be prorated for new licenses issued after January of each year. The fee shall be determined by dividing the license fee by 12 and applying 1/12 <sup>th</sup> of the fee for each month including the month of issue through December of the license year.  |           |
| 6. | Renewals: Licensees whose license fee is \$2000 or more may apply to pay the licensing fee in equal installments to be determined by the City Manager in the case of financial hardship on or before October 31 <sup>st</sup> of the year for which the renewal license has been approved. If the existing licensee fails to pay any of the installment payments within (10) days after they become due, a penalty of five percent will be added. Moreover, if the existing licensee fails to pay any of the installment payments within thirty (30) days after they become due, the licenses shall be automatically revoked. |           |
| 7. | Alcohol Beverage Excise Taxes   |           |
|    | a.       3% of Gross Receipts   |           |
|    | b.       \$.22/liter – wine/distilled spirits retail package  |           |

## **SECTION 2.2. BUILDING AND CONSTRUCTION**

### **2.2.1. Permits General**

#### **2.2.1.1. Permit Fee Schedule.**

All permits issued by the Building Safety Division shall be assessed the fee prescribed herein.

#### **2.2.1.2. Prescribed fees.**

A permit shall not be issued until all fees prescribed herein have been paid. Nor shall an amendment to a permit be released until the additional fees, if any, due to an increase in the valuation or estimated cost of the building, structure, electrical, plumbing, mechanical, gas systems, or project have been paid.

#### **2.2.1.3. Work commencing before permit issuance.**

Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system or any work that requires a city permit before obtaining the building official's approval or the necessary permits shall be subject to a penalty of 100 percent of the usual permit fee or one hundred dollars (\$100.00) which ever is the higher in addition to the required permit fees.

The above provision shall not apply to emergency work when delay would clearly have placed life or property in imminent danger. But in all such cases the required permit(s) must be obtained within three (3) business days and any unreasonable delay in obtaining those permit(s) shall result in a penalty as described above. The payment of a penalty shall not preclude or be deemed a substitute for prosecution for commencing work without first obtaining a permit. The building official may grant extensions of time or waive fees when justifiable cause has been demonstrated in writing.

#### **2.2.1.4. Building valuation.**

Building permit fees are based upon the average cost of construction. If in the opinion of the building official the valuation shown on the application is underestimated the building official may use the calculated valuation provided in the building valuation data published by the International Code Council (ICC) latest edition. The average costs includes structural, electrical, plumbing, mechanical, interior finish, normal site preparation, architectural and design fees, overhead and profit. The valuation is the same even if the owner is performing all work but shall exclude the actual cost of the land, or other site work costs not associated to the foundation, and any fees paid to other Governmental Regulatory Agencies for the land development.

#### **2.2.1.5. Re-inspection fees for any type permit:**

The following re-inspection fees shall be assessed for any inspection requested, scheduled and not ready or approved unless cancelled by the requester before the inspector arrives onsite.

1<sup>st</sup> Re-inspection \$ 25.00; if the inspection fails for the initial called in inspection the following fees shall apply.

2<sup>nd</sup> Re-inspection \$ 50.00; if the corrections are not made and the re-inspection fails for any of the same remarks the following fees shall apply.

3<sup>rd</sup> Re-inspection \$ 100.00; if the corrections are not made and the re-inspection fails for the same remarks the following fees shall apply. A stop work order may be applied to the job following the 3<sup>rd</sup> re-inspection fee for the same remarks until all corrections are completed.

#### **2.2.2. Commercial Master Building Permit.**

This sub-section shall apply to all building permits not specifically identified in sub-section 2.2.3 below.

##### **2.2.2.1. Building Permit fee calculation:**

1. Using the valuation provided by the latest edition of the I.C.C. Valuation Data Table and taking the Local Factor provided by the RSMeans Agency for Regional Construction Cost. The Building Official may use the valuation provided or from a source provided by the Building Official.
2. The I.C.C. Data Table will be updated twice a year. (Every 6 months.)
3. The Local Factor provided by the RSMeans Agency will be updated once a year.

***Ex: Valuation of \$240,499.70 round up to next thousand = \$241,000 /1000 = 241 x \$4.00 = \$964.00 Permit Fee.***

**2.2.2.2. Minimum Permit Fee: \$200.00**

##### **2.2.2.3. Additions:**

Calculate as a Master Permit.

##### **2.2.2.4. Internal build outs, alteration or remodeling:**

Calculate valuation using \$45.00 per sq. ft. or as determined by the building official, then use the commercial formula above.

##### **2.2.2.5. Plan Review Fee:**

A plan review fee shall be assessed to each permit issued in an amount equal to one half (1/2) the Building Permit Fee. If in the opinion of the Building Official the construction plans and documents should be reviewed in more detail the applicant shall pay the total cost of such review.

##### **2.2.2.6. Erosion Inspection Fee:**

An Erosion Inspection Fee of \$100.00 shall be assessed to any building permit for new construction.

##### **2.2.2.7. Foundation Only Permits:**

At the discretion of the building official Foundation Only permits may be issued upon a written request from the applicant following complete structural plan review. The fees for this type of permit are the same as stated above for a Building Permit and the total permit fee shall be paid before issuance of the permit. Construction may not proceed beyond the limits of the Foundation Only Permit until the Master Building Permit is issued.

**2.2.3. Residential Master Building Permit:**

This sub-section shall apply to 1 and 2 family detached or attached residential dwellings, and townhouses as defined by the building code.

**2.2.3.1. Building Permit fee calculation:**

1. Establish the building valuation from the building valuation data or from a source provided by the Building Official.
2. State the valuation rounded up to the next \$1,000.00 dollars.
3. Divide the rounded valuation by 1000 then multiply the result by \$3.00 resulting dollar amount is the base Permit fee.

***Valuation of \$240,499.70 round up to next thousand = \$241,000 /1000 = 241 x \$3.00 = \$723.00 Permit Fee.***

**2.2.3.2. Minimum Permit Fee: \$50.00**

**2.2.3.2.1 Miscellaneous Fee:**

If the construction cost of the proposed project is \$5,000 or less and the scope of work is not covered by any other section of the fee schedule, a minimum fee of \$50.00 will be assessed to that permit for that scope of work.

**2.2.3.3. Additions:**

Calculate as a Master Permit

- 2.2.3.3.1 Unfinished basements will be calculated at \$15.00 per square foot or as updated by the I.C.C. Data Table.
- 2.2.3.3.2 Garages will be calculated using the I.C.C. Data Table using the U-Occupancy and Construction Type.
- 2.2.3.3.3 Covered porches, balconies and other exterior unheated areas and miscellaneous occupancies will be calculated using the I.C.C. Data Table using the U-Occupancy and Construction Type.

**2.2.3.4. Internal build outs, alteration or remodeling:**

Calculate valuation using \$30.00 per sq. ft. or as determined by the building official, then use the residential building permit calculation above.

**2.2.3.5. Plan Review Fees:**

A plan review fee shall be assessed to each permit issued in an amount equal to one half (1/2) the building permit fee and master plans.

### **Master Plans:**

A plan review fee shall be assessed to each master plan in an amount equal to one half (1/2) of the building permit fee for the dwelling.

A plan review fee shall be assessed to each permit issued under a master plan in an amount equal to one quarter (1/4) of the building permit fee.

#### **2.2.3.6. Erosion Inspection Fee:**

An Erosion Inspection Fee of \$100.00 shall be assessed to new construction of 1 or 2 family detached and attached residential building permits regardless of number of units.

#### **2.2.3.7. Sub-Permits are issued on percentage of valuation.**

1. Electrical includes low voltage .04% (.0004)
2. Mechanical .03% (.0003)
3. Plumbing .03% (.0003)
4. Gas .02% (.0002)

#### **2.2.3.8. Foundation Only Permits**

At the discretion of the building official Foundation Only permits may be issued upon a written request from the applicant following complete structural plan review. The fees for this type of permit are the same as stated above for a Building Permit and the total permit fee shall be paid before issuance of the permit. Construction may not proceed beyond the limits of the Foundation Only Permit until the Master Building Permit is issued.

#### **2.2.4. Mechanical Permit Fees**

1. New Single Family Residential Dwelling .03% (.0003)
2. All other permits Base Permit Fee \$30.00 plus the following fees that apply.

##### **Heating, each unit**

0 to 300,000 BTU	\$10.00
300,000 to 1 million BTU	\$20.00
Over 1 million BTU	\$30.00

##### **Air conditioning, each unit**

1 to 10 tons	\$10.00
11 to 30 tons	\$20.00
31 to 100 tons	\$25.00
101 tons and up	\$30.00

##### **Refrigeration, each unit**

1 to 10 hp	\$10.00
10 to 30 hp	\$20.00
31 to 100 hp	\$25.00
Over 101 hp	\$30.00

##### **Heat Pumps**

1 to 10 tons	\$10.00
11 to 30 tons	\$20.00

KW Strips	
0 to 300 K	\$10.00
over 300 K	\$20.00
Grease Hoods	
0 to 10 S.F.	\$10.00
11 to 25 S.F.	\$15.00
26 to 100 S.F.	\$20.00
101 S.F. and up	\$25.00
Bath Fans	\$10.00
Dryer Vents	\$10.00
Minimum Heating Permit Charge	\$25.00
Private Utility Permit Fee	\$ 5.00

**2.2.5. Plumbing Permit Fees**

1. New Single Family Residential Dwelling .03% (.0003) of building valuation.
2. All other permits Base Permit Fee \$30.00 plus the following fees that apply.

Building Sewer to main	
Inspection fee per connection	\$50.00
Water heater	\$ 5.00
Baptistery	\$ 5.00
Sewer ejector	\$10.00
Oil or grease sump pumps	\$10.00
Grease Trap (in-ground)	\$25.00
Sand trap	\$15.00
All other fixtures, appliances, drains, etc. connected to plumbing system, each	\$ 2.50

**2.2.6. Electrical Permit Fees**

1. New Single Family Residential Dwelling .04% (.0004) of building valuation.
2. All other permits Base Permit Fee \$30.00 plus the following fees that apply.

Services, Disconnects, Panels	
Temp. Service Pole	\$20.00
30 Amps	\$ 5.00
60 Amps	\$ 6.50
100 Amps	\$ 7.50
125 Amps	\$ 8.50
150 Amps	\$10.00
200 Amps	\$12.00
400 Amps	\$16.00 + .04 / Amp for 401 and larger
Receptacles & Switches	
Residential or Commercial	\$ .25
Residential Ranges	
Surface Unit	\$ 3.50
Oven Unit	\$ 3.50

Comb Unit	\$ 6.50
Residential Appliances	
Water Heater	\$ 4.00
Clothes Dryer	\$ 4.00
Dishwasher	\$ 1.50
Disposal Unit	\$ 1.50
Furnaces (Gas)	\$ 2.00
Flood & Area Lighting	
100-300 Watts	\$ 1.00
400-1000 Watts	\$ 2.00
1001 and up	\$ 3.00
Transformers	
10k VA or less	\$ 5.00
11k to 25k VA	\$ 7.50
Over 25k VA	\$12.00
Electric Heater, Furnaces & Appliances	
Less than 1 kW	\$ 2.00
1.0 to 3.5 kW	\$ 3.00
4.0 to 10 kW	\$ 5.00
10.5 to 25 kW	\$ 7.50
Over 25 kW	\$ 7.50 + .10/ kw over 25
Lighting Fixtures	
Residential	\$ .30
Commercial	\$ .35
Elevators	
Elevators & Lift up to \$25,000.00	1% of cost
Elevators & Lifts over \$25,000.00	\$250.00 + ½ of 1%
Minimum fee for Elevators	\$ 70.00
Sign	\$25.00
Discharge System	\$ 1.50
Air Conditioning and Motors	
Air Conditioner	\$ 7.50 + .50/ton
Refrigeration	\$ 7.50 + .50/ton
Bath Fan	See Chart Below
Vent Hood	See Chart Below
Roof Ventilator	See Chart Below
Ceiling Fan	See Chart Below

#### CHART FOR AIR CONDITIONING AND MOTORS

Less than 1	\$ 1.50 ea.
1 to 5	\$ 2.50 ea.
5 ½ to 10	\$ 3.50 ea.
10 ½ to 20	\$ 5.00 ea.

20 ½ to 59	\$10.00 ea.
60 and over	\$10.00 ea. + .02 /HP over 60

## OTHER

Alteration / Repair	\$ .04 / Amp
Gas Disp. Pump	\$ 5.00
X-Ray Machine	\$10.00
Jacuzzis	\$ 5.00
Swimming Pools, Spas and Hot Tubs	\$30.00
Construction and Sales Trailers	\$30.00
Mobile Homes	\$20.00
Amplifier	\$ 5.00
T.V. Controller	\$ 5.00
Communication Cont.	\$ 5.00
Low Voltage Cont.	\$ 5.00
Control Point, or Outlet (i.e., Smoke Detector Pull Station Horn, Electric Valve, Phone Jack) Each	\$ .30

All new utility services on private property must be placed underground.

### 2.2.6.1 Power Re-Connect

A \$25.00 fee will be assessed for all inspections made for all power reconnects. Applicant must fill out a request form for power re-connection and pay fee prior to the inspection.

### 2.2.7. Gas Permit

1. New Single Family Residential Dwelling .02% (.0002) of building valuation.
2. All other permits Base Permit Fee \$20.00 plus gas unit fees from the mechanical and plumbing

Each gas appliance	\$ 5.00
Boilers inspected by the City	\$10.00

### 2.2.8. Sign Permit (A separate sign permit is required for each sign.)

\$50.00 plus \$1.00 per square foot of sign area as calculated by the sign ordinance.

An electrical permit is required per the electrical fee schedule.

A commercial master permit is required for the supporting structure of free standing signs.

### 2.2.9. Swimming Pool Permit

Use pool valuation and calculate as a Master Building Permit, for commercial or residential; plus electrical, plumbing, mechanical, or gas permits.

### 2.2.10. Demolition Permit



The City will issue Demolition permits for commercial/industrial and residential construction, with written request from the property owner approved by the City. The fee for this type of permit is \$100.00. Construction may not proceed beyond the demolition stage, until the City has issued a valid master building permit. A certificate of completion will be issued on the Demolition.

**2.2.11. Cell Towers**

1. Use the construction value and calculate as a commercial Master Permit.
2. Antenna attachments \$150.00 per set plus electrical permit.

**2.2.12. Temporary Construction or Sales Trailers**

\$100.00 set-up plus electrical, plumbing and mechanical as required.

**2.2.13. Plan Revision or Amendment**

\$10.00 per page/sheet that is revised or amended.

**2.2.14. Docks or Boathouses**

Use the construction value and calculate as a residential Master Permit.

**2.2.15. Accessory Structures**

Calculate as a Master Building Permit residential or commercial.

**2.2.16. Tents Over 120 Sq. Ft.**

\$100.00 Plus electrical permit if electric is provided.

**2.2.17. Blasting Permit**

**\$200.00**

**2.2.18. Land clearing and Tree Removal Permit**

Calculate on disturbed area; \$200.00 for the first acre or portion thereof plus \$50.00 for each additional acre or portion thereof.

**2.2.19. Paving, Sidewalks, Curb and Gutter Permit**

Use the construction valuation estimated by the design engineer and calculate as a commercial master permit.

**2.2.20. Water, Sewer and Stormwater Piping Permit**

Use the construction valuation estimated by the design engineer and calculate as a commercial master permit.

**2.2.21. New Permit to Replace Expired Permit**

1. If only the foundation inspection is approved, the new fee shall be 100% of the original permit fee.
2. If the framing inspection has not been approved, and the structure is rough stage, the new permit fee shall be 50% of the original permit.
3. If only the final inspection is to be completed, the new fee shall be 25% of the original permit fee.

**2.2.22. Retaining Walls**

Retaining walls will be calculated using the U-Occupancy Classification as indicated in Section 312 of the Building Code. Using the most current I.C.C. Data Sheet for construction value and the type V-B Construction Type. All residential retaining walls will be calculated using the residential multiplier and all commercial retaining walls will be calculated using the commercial multiplier as found in section 2.2.2 and 2.2.3.1 of the fee schedule.

## **SECTION 2.3 GIS DATA**

### **Sec. 2.3 GIS Data**

#### **Sec. 2.3.1 GIS Data Charges (applicable media charges not included)**

- |    |                        |  |
|----|------------------------|--|
| a. | New City GIS Data      | GIS Labor Rate + Equipment Cost +<br>Media Charges |
| b. | Existing City GIS Data | \$200 Per City Layer + Media Charges               |

#### **Sec. 2.3.2 Data Exchange Agreement**

- a. A Woodstock Data License Agreement must be executed, delivered and all fees prepaid prior to any data dissemination.

#### **Sec. 2.3.3 Deliverable Media Charges**

- |    |                                     |                       |
|----|-------------------------------------|-----------------------|
| a. | GIS Labor Rate:                     | \$50.00/hour          |
| b. | CD/DVD Media (pdf only)             | \$5.00/disc           |
| c. | Electronic Media (Email, FTP, etc.) | No Charge             |
| d. | Print Media                         |                       |
|    | 8.5 x 11 in                         | \$5.00                |
|    | 11 x 17 in                          | \$9.00                |
|    | 18 x 24 in                          | \$22.00               |
|    | 24 x 36 in                          | \$43.00               |
|    | 24 x 40 in                          | \$48.00               |
|    | 36 x 48 in                          | \$86.00               |
|    | 42 x 56 in                          | \$118.00              |
|    | Custom Size                         | \$.05 per square inch |

#### **Sec. 2.3.4 Project Charges (applicable media charges not included)**

- |    |                  |   |
|----|------------------|---|
| a. | Existing Map     | 1 hour GIS Labor Rate   |
| b. | Custom Map       | Hours at GIS Labor Rate   |
| c. | Scanning Charges | \$20 each 10 sheet group or fractions<br>thereof (1-10 sheets \$20; 11-20 sheets<br>\$40, etc.) |

## **SECTION 2.4 OCCUPATIONAL TAX AND REGULATORY FEES**

### **Sec. 2.4.1 Occupational Tax**

\$30.00 / employee plus a \$30 administrative fee (\$60.00 minimum fee)  
Administrative fee not pro-rated.

### **Sec. 2.4.2 Regulatory Fees**

Carnivals	\$100.00 / event
Tattoo Artists	\$100.00 / year
Pawnbrokers	\$500.00 / year
Firearms Dealers	\$500.00 / year
Peddlers	\$100.00 / month
Itinerant Merchants	\$100.00 / quarter
Nursing/Personal Care	\$250.00 / year
Landfills	\$1000.00 / year
Auto/Motorcycle Racing	\$500.00 / year
Businesses – Appearance Bonds	\$100.00 / year
Hotels and Motels	\$250.00 / year
Hypnotists	\$250.00 / year (Unless Licensed Medical Professional)
Fortunetellers	\$250.00 / year
Garbage Collectors	\$250.00 / year
Escort Services	\$500.00 / year
Burglar/Fire Alarm Installers	\$50.00 / year

## **SECTION 2.5 PLANNING & ZONING FEES**

### **Sec. 2.5.1 Annexation Application (includes rezoning fee)**

0-50 acres	\$750.00
Over 50 acres	\$1000.00

### **Sec. 2.5.2 Rezoning Application**

0-19 acres	\$750.00
20-99 acres	\$850.00
100 acres or greater	\$1000.00 + \$10.00 / acre over 99 acres

### **Sec. 2.5.3 Administrative Variances**

Policy:

- a. If the applicant withdraws application prior to any advertisement then 100% of fee is refunded.
- b. If the applicant withdraws application after the advertisements but prior to Planning Commission meeting then 50% of fee is refunded.
- c. If the applicant withdraws after the Planning Commission meeting but prior to City Council meeting, then 25% of the fee is refunded.
- d. There will be no refund once the request is advertised for the City Council meeting.
- e. There is no refund on annexation applications.

1. Administrative Variance Residential	\$200.00
2. Administrative Variance Commercial/Industrial	\$250.00

### **Sec. 2.5.4 Other**

1. Zoning Certificate	\$15.00/each tax parcel
2. Land Development Ordinance	Available Online
	\$15.00 (CD Read Only)
3. Conditional/Special Use Permit Application	\$300.00

Copies of Ordinances - \$.25/page plus retrieval/copy time charged at \$18/ hour (first 15 min free)  
(See Chapter 1: Administration for more information on open records request fees/charges)

### **Sec. 2.5.5 Land Development Fees**

#### **1. Site Plan Review**

0. to 5 acres	\$400.00
5.1 to 20 acres	\$700.00
20.1 to 50 acres	\$1,100.00
50.1 to 100 acres	\$2,200.00 + \$5.00/acre over 50 acres

	Over 100 acres	Negotiable
2.	<u>Tree Preservation Plan Review Fees</u>	
	0 to 20 acres	\$300.00
	21 to 50 acres	\$300.00 + \$10/acre over 20
	51 to 100 acres	\$700.00 + \$5/acre over 50
	Over 100 acres	Negotiable
3.	Additional Review Fees	
	First Plan Re-Review	\$100.00
	Second Plan Re-Review	\$250.00
	Additional Re-Review	\$500.00
	NPDES Permit (City portion only)	\$40.00/per disturbed acre
	Review for Revision After Permit	\$200.00
	Meetings with City Engineer	\$200.00 (up to 2 hours and \$100 for additional hour)
4.	Land Disturbance Permits	
	Erosion and Sedimentation Control (EC)	\$60.00/first acre \$10.00 each additional acre
	Clearing and Grubbing (CG)	\$60.00/first acre \$10.00/each additional acre
	Pump Station (PS)	TO BE DETERMINED
	Stormwater Management Facility (SWF)	\$60.00/first acre \$10.00/each additional acre
	Underground Infrastructure (UI)	\$60.00/first acre \$10.00/each additional acre
	Above Ground Infrastructure (AI)	\$60.00/first acre \$10.00/each additional acre
	Sidewalk (SI)	\$60.00/first acre \$10.00/each additional acre
5.	Security for Completion of Improvements	
	Performance Security	Shall be 110% of construction value
	Maintenance Security	Shall be 10% of construction value